

## Archiving OSS Deliverables

Students completing the Olin Self Study (OSS) will produce a *final written deliverable*. The College will collect these reports to permanently archive student work, provide documentation suitable for future citations and provide example reports for future OSS students.

### Document Collection

Reports will be collected as electronic PDF documents and archived by the Olin College library. Each student will generate a PDF file containing their name (last name and first name), the semester (Fall or Spring) and the year the OSS was completed:

<last name>\_<first name>\_<F/S><YY>.pdf

For example, if Albert Einstein was submitting his OSS in the Fall of 2006, he would make a PDF copy of his final report and change the name to

einstein\_albert\_F06.pdf

### How To Submit Your OSS Report

- 1) When you are ready to submit your final report, make a properly named PDF document.
- 2) Copy that document to the following shared drive on the Olin College network:

\\Fsvs01\Public\+Courses\OSS\_F06\